

KHD Exporting Data for Specimen Labels Protocol

Step 1: Open SEINet

- Open a web browser and navigate to SEINet
- Log in
- Navigate to the Collections Management Panel for KHD
- Select *Print Labels/Annotations*

Kathryn Kalmbach Herbarium (DBG-KHD)

Data Editor Control Panel

- Add New Occurrence Record
- Create New Records Using Image
- Add Skeletal Records
- Edit Existing Occurrence Records
- Add Batch Determinations/Nomenclatural Adjustments
- Print Labels/Annotations
- Batch Georeference Specimens
- Loan Management

Step 2: Locate Records, Export, and Save

- Use the *Label Projects* drop-down to select the group of records to be exported
- If no Label Project name exists, use other query fields to locate the appropriate records
- Click *Filter Specimens*

Home >> Collection Management Panel >> Label/Annotation Printing

Kathryn Kalmbach Herbarium (DBG:KHD)

Labels Annotations

Define Specimen Recordset

Scientific Name:

Collector: Record Number(s): Catalog Number(s):

Entered by: Date range: to Date Entered:

Label Projects: Search within all collections ☐ 400 records

Filter Specimens

23 July 2013 Pueblo County
Arkansas RV 11 June 2013
Arkansas RV 11 June 2013
Aurora Reservoir
AV.MI
AV.MI

- Select the specimen records to be exported by checking the box to the left of the record. To select all records, click the box above the list.

Kathryn Kalmbach Herbarium (DBG:KHD)

Labels Annotations

Define Specimen Recordset

Scientific Name:

Collector: Record Number(s): Catalog Number(s):

Entered by: Date range: to Date Entered:

Label Projects: 23 July 2013 Pueblo County Search within all collections ☐ 400 records

Filter Specimen Records * Specimen return is limited to 400 records

Select/Deselect all Specimens

#	Collector	Scientific Name	Locality
<input type="checkbox"/>	Pam Regensberg 1274	Eriogonum jamesii	USA; Colorado; Pueblo County; Arkansas River Valley; Palmer Land Trust private ranch above Wales Canyon, ca. 3.5 miles NE of Beulah.
<input type="checkbox"/>	Pam Regensberg 1275	Lycurus setosus	USA; Colorado; Pueblo County; Arkansas River Valley; Palmer Land Trust private ranch above Wales Canyon, ca. 3.5 miles NE of Beulah.
<input type="checkbox"/>	Pam Regensberg 1276	Juhiperus scopulorum	USA; Colorado; Pueblo County; Arkansas River Valley; Palmer Land Trust private ranch above Wales Canyon, ca. 3.5 miles NE of Beulah.
<input type="checkbox"/>	Pam Regensberg 1277	Juncus interior	USA; Colorado; Pueblo County; Arkansas River Valley; Palmer Land Trust private ranch above Wales Canyon, ca. 3.5 miles NE of Beulah.
<input type="checkbox"/>	Pam Regensberg 1279	Thalictrum fendleri	USA; Colorado; Pueblo County; Arkansas River Valley; Palmer Land Trust private ranch at bottom of Wales Canyon, ca. 3.5 miles NE of Beulah.
<input type="checkbox"/>	Pam Regensberg 1280	Prunus americana	USA; Colorado; Pueblo County; Arkansas River Valley; Palmer Land Trust private ranch at bottom of Wales Canyon, ca. 3.5 miles NE of Beulah.
<input type="checkbox"/>	Pam Regensberg 1281	Helopsis helianthoides	USA; Colorado; Pueblo County; Arkansas River Valley; Palmer Land Trust private ranch at bottom of Wales Canyon, ca. 3.5 miles NE of Beulah.
<input type="checkbox"/>	Pam Regensberg 1282	Monarda fistulosa	USA; Colorado; Pueblo County; Arkansas River Valley; Palmer Land Trust private ranch at bottom of Wales Canyon, ca. 3.5 miles NE of Beulah.
<input type="checkbox"/>	Pam Regensberg 1283	Carex occidentalis	USA; Colorado; Pueblo County; Arkansas River Valley; Palmer Land Trust private ranch at bottom of Wales Canyon, ca. 3.5 miles NE of Beulah.
<input type="checkbox"/>	Pam Regensberg 1285	Physocarpus monogynus	USA; Colorado; Pueblo County; Arkansas River Valley; Palmer Land Trust private ranch at bottom of Wales Canyon, ca. 3.5 miles NE of Beulah.

- Click *Export to CSV* at the bottom of the page
- Move the downloaded file to **Q:\Research\All_Herbaria\KHD\LABELS&TEMPLATE** and place in the appropriate folder (2017_Collections, etc.)
- Rename the file to CollectorFirstInitialLastName_YYYYMMDD_LabelProjectName_Data
 - (Using date that data was exported)